

# ROBERT SMITH

## Assistant Counselor I

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Dedicated, diligent, and open-minded team player. Strong communication, research, and writing skills, and an independent self-starter. Interested in public policy and the intersection of legal issues and current affairs.

### 2012 - 2015

#### ASSISTANT COUNSELOR I - ABC CORPORATION

- Educated the clients updated on how they could achieve their personal care needs and improve their communication, academic, and social skills.
- Built and cultivated productive and strong relationships with all levels of the management and people of diverse backgrounds.
- Ensured clients safety and personal skills development.
- Offered exceptional social services, including residential services and social opportunities to people with developmental disabilities.
- Contributed to the successful establishment of special projects with several departments throughout the organization.
- Actively participated in community events, industry trade groups, business associations, and charitable organizations, which resulted in the improvement of a companys productivity and positive image.
- Proactively supported participants in achieving the highest level of independence and productivity by facilitating enriching activities.

### 2011 - 2014

#### ASSISTANT COUNSELOR - DELTA CORPORATION

- Worked 2 consecutive years.
- An assistant camp counselor one year to a group of 1 and 2 year olds and the next year was the assistant to the art program for 4 and 5 year olds.
- Aid and support the Assistant Director of Resident Services in coordinating all recreational and educational programming for residents of public .
- Responsible for use of community building and the attendance at the building -Established and maintained effective working relationships with the .
- Received the following certificates, How to think outside the box, How to handle difficult people, Conflict Resolution and Management.
- Help manage campers behavior, activity, personal issues.
- Internships in our selected fields offered Organize various activities and programs for campers.

## **EDUCATION**

Bachelor of Arts in Forensic Psychology - (John Jay College of Criminal Justice - New York, NY)

## **SKILLS**

Rapport-Building Skills, Flexibility, Self-Awareness